

**ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL**  
**18 OCTOBER 2011**

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**OVERVIEW AND SCRUTINY BI-ANNUAL PROGRESS REPORT**  
**Assistant Chief Executive**

**1 PURPOSE OF REPORT**

1.1 This report highlights:

- (i) Overview and Scrutiny (O&S) activity during the period March to August 2011.
- (ii) Significant national and local developments in O&S.

**2 RECOMMENDATIONS**

**2.1 To note Overview and Scrutiny activity over the period March to August 2011, set out in section 5 and Appendices 1 and 2.**

**2.2 To note the developments in Overview and Scrutiny set out in section 6.**

**3 REASONS FOR RECOMMENDATIONS**

3.1 The Chief Executive has asked for a six monthly report to be produced on O&S activity.

**4 ALTERNATIVE OPTIONS CONSIDERED**

4.1 None.

**5 SUPPORTING INFORMATION**

Structure of Overview and Scrutiny

5.1 The structure of the O&S Commission and four O&S Panels has remained unchanged in the period. The three East Berkshire councils suspended the Joint East Berkshire Health Overview and Scrutiny Committee in February 2011, but this may need to be re-activated to receive a formal consultation by the Primary Care Trust (PCT) later in 2011, regarding prospectively significant changes to health services. The frequency of O&S meetings was increased from the commencement of the 2011-12 Municipal year, restoring the earlier practice of the Commission meeting every two months, and the Panels meeting quarterly.

Overview and Scrutiny Membership

5.2 The membership of the O&S Commission and Panels was set by Council and the Commission respectively at their annual meetings on 25 May 2011. The Commission and Panels have elected their chairmen and appointed their vice-chairmen. Subsequently, the two Parent Governor and Catholic Diocese vacancies have been filled, and Mr Anderson has resigned as the Church of England representative; a replacement is awaited.

### Overview and Scrutiny Work Programme

- 5.3 The work programme for O&S in 2011-12 was contained in the annual report of O&S, adopted by Council in April 2011. The programme has been considered by the O&S Commission and Panels, and some revisions proposed for the Commission's agreement at its meeting on 15 September. The main change is an increased focus on pre-decision scrutiny, through short reviews, instead of major reviews reviewing important topics in depth, over several months.

### Overview and Scrutiny Working Groups

- 5.4 The table at Appendix 1 sets out the current status of the O&S Working Groups, along with the list of completed reviews.

### Overview and Scrutiny Commission

- 5.5 The O&S Commission met on 23 March to consider and adopt a report on the review of the Bracknell Healthspace undertaken by a working group of the Health Overview and Scrutiny Panel. The Commission held its annual meeting on 25 May. At its last meeting on 9 June, the Commission met as the Crime & Disorder Committee, considering the performance of the Crime & Disorder Reduction Partnership in 2010-11, and the Community Safety Plan for 2011-13. Other main items considered were: the responses by the Executive and the Local Safeguarding Children Board to the O&S report on the review of Safeguarding Children and Young People; the performance monitoring reports for quarter four of 2010/11 for the Chief Executive's Office and the Corporate Services Department; the Corporate Performance Overview Report for quarter four; the O&S Work Programme for 2011/12; and receiving a presentation on the draft Office Accommodation Strategy. The O&S Commission's next meeting is on 15 September, meanwhile the Commission is running a number of Working Groups, as described in Appendix 1. The Commission's Community Cohesion and Equalities Working Group concluded its work earlier in 2011, and the Council's Leader commented, *'I would like to take this opportunity to thank the Working Group for their constructive comments and suggestions on this topic.'*

### Environment, Culture and Communities O&S Panel

- 5.6 The Panel met on 21 June, and the main items included: considering the Department's Performance Monitoring Report for the fourth quarter of 2010/11; considering and agreeing the interim report of the Panel's working group reviewing highway maintenance and re-constituting the group to complete the review; receiving an update on the Member Reference Group reviewing commercial sponsorship; considering the Panel's indicative work programme; and selecting members to progress specific reviews (see Appendix 1). The Panel's next meeting is on 18 October.

### Health O&S Panel

- 5.7 The Panel met on 30 June, and the main items included: receiving an update from the Chief Executive of NHS Berkshire Primary Care Trust (PCT) on progress on the reforms to health arising from the Government's Health and Social Care Bill; receiving a briefing from the Chief Executive of the Berkshire Healthcare NHS Foundation Trust on the Trust's progress; considering an update from the Chief Executive of the PCT on the progress in delivering the Bracknell Healthspace, current issues and next steps; considering the Panel's indicative work programme; and selecting members to progress specific reviews (see Appendix 1). The Panel's next meeting is on 3 November.
- 5.8 The work outside formal panel meetings has included: Members visiting the newly opened Royal Berkshire Bracknell Clinic; and a briefing by the Chief Executive of the Mental Health Trust, also a Consultant Psychiatrist on mental illness. The Panel's Vice-Chairman

attended a regional O&S meeting with other councils in south central England on 24 February at Newbury, also a meeting with the South Central Strategic Health Authority on 3 March.

#### Children, Young People and Learning O&S Panel

- 5.9 The Panel met on 15 June, and the main items included: considering the Department's Performance Monitoring Report for the fourth quarter of 2010/11; reviewing the 2010/11 Annual Report of the Complaints Manager for Children's Social Care; receiving a presentation on the Child Poverty Strategy; considering the response of the Executive and the Local Safeguarding Children Board to the report of the Working Group which reviewed safeguarding children and young people; considering the outcome of a follow up to the review of English as an additional language in the Borough's schools; considering the Panel's indicative work programme; and selecting members to progress specific reviews (see Appendix 1). The Panel's next meeting is on 5 October.

#### Adult Social Care O&S Panel

- 5.10 The Panel met on 14 June, and the main items included: an update from the Director of Adult Social Care and Health in respect of the local position of Southern Cross Care Homes; considering the Department's Performance Monitoring Report for the fourth quarter of 2010/11; reviewing the 2010/11 Annual Report of the Complaints Manager for Adult Social Care; considering a report on the refreshed Commissioning Strategy for Adults with a Learning Disability 2008-13, 'Making Choices, Being in Control'; considering the response of the Executive to the report of a working group which reviewed safeguarding adults in the context of the personalisation of Adult Social Care; and considering the proposed work programme for the Panel. The Panel's next meeting is on 11 October.

#### Other Overview and Scrutiny Issues

- 5.11 The O&S Annual Report for 2010-11 was presented to Council on 27 April, and adopted.
- 5.12 Responses to the feedback questionnaires on the quality of O&S reviews are summarised in Appendix 2, showing a consistently high score across the various questions posed.
- 5.13 Quarterly review and agenda setting meetings between O&S Chairmen, Vice-Chairmen, Executive Members and Directors are taking place regularly for the Panels (every two months for the O&S Commission).
- 5.14 External networking on O&S in the last six months has included an O&S Chairman and officer attending the South East Employers Member and officer network event in London on 2 March, and two O&S members and two officers attending the Centre for Public Scrutiny's Annual conference on 2 June.

### **6 (ii) Developments in O&S**

- 6.1 The Government's Health and Social Care Bill, currently going through its Parliamentary stages contains some proposed changes to strengthen Health O&S provisions. The Government's Localism Bill, also going through its Parliamentary stages, seeks to consolidate a wide range of scrutiny legislation into a single place (although provisions relating to crime and disorder remain in the Police and Justice Act 2006, and health provisions remain in the NHS Act 2006). It replaces the relevant provisions in the 2000 Local Government Act in full. The Secretary State has said '*We are ushering in a new era of transparency, where every aspect of council business is open to democratic scrutiny*'. The Localism Bill currently repeals the earlier statutory requirement on local authorities to refer petitions to O&S committees. Both Bills are being monitored.

- 6.2 A workshop for O&S Members, facilitated by South East Employers, was held on 23 February. The purpose of the event was to capture the knowledge and experience of the then O&S Members, aiming to learn from the last four years in order to maximise the future efficiency and effectiveness of O&S. 15 Members participated, and their feedback was positive.
- 6.3 Member training on O&S in the period included: induction training for new Members following the local government elections; a structured series of briefings led by Directors for the Commission and each Panel, before their first 2011-12 meetings in public; and induction training for the newly appointed Parent Governor Representative. The O&S Chairmen and Vice-Chairmen commenced a series of quarterly meetings on 28 June, and matters being considered by them include the issue of member training on O&S.
- 6.4 The O&S Officer team pursued a number of developments including: updating the guide to officers on production of quality O&S reports and managing the production of Executive responses; producing a public participation scheme for O&S; updating and regularly delivering Corporate Induction Training on O&S; improving the O&S pages on the Council's website; and producing with Democratic Services officer procedure notes for Call-ins.

## **7 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

### Statutory Scrutiny Officer

- 7.1 The monitoring of this function is carried out by the Statutory Scrutiny Officer on a quarterly basis. Good progress has been made on the agreed programme of work by Overview and Scrutiny for 2010/11, and a full programme of work for 2011/12 is due to be finalised shortly. Scrutiny Panels have continued to focus on areas of importance to local residents, and the quality of the work done continues to be high.

### Borough Solicitor

- 7.2 Nothing to add to the report.

### Borough Treasurer

- 7.3 There are no additional financial implications arising from the recommendations in this report.

### Equalities Impact Assessment

- 7.4 Not applicable. The report does not contain any recommendations impacting on equalities issues.

### Strategic Risk Management Issues

- 7.5 Not applicable. The report does not contain any recommendations impacting on strategic risk management issues.

### Workforce Implications

- 7.6 Not applicable. The report does not contain any new recommendations impacting on workforce implications.

### Other Officers

- 7.7 Directors and lead officers are consulted on the scope of each O&S review before its commencement, and on draft O&S reports before publication.

## **8 CONSULTATION**

None.

### Background Papers

Minutes and papers of meetings of the Overview and Scrutiny Commission and Panels.

### Contact for further information

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### Doc. Ref

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**OVERVIEW AND SCRUTINY WORKING GROUPS – 2011/12**

Position at 17 August 2011

<b>Overview and Scrutiny Commission</b>								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Office Accommodation Strategy	Angell (Lead), Mrs Angell, McLean, Heydon and Virgo	Alison Sanders and Victor Nicholls	Richard Beaumont	√	Completed	√ Letter sent to Executive Member on 17 June 2011	Awaited	Executive response to letter of 17 June to be received at meeting planned for 1 September
New Performance Management Framework	Angell, Virgo, and Mrs Angell	Victor Nicholls	Richard Beaumont					First meeting arranged for 13 September
New Medium Term Objectives	Leake, Angell, Heydon, Turrell and Virgo	Victor Nicholls	Richard Beaumont					Meeting arranged for 31 August
Plans for Neighbourhood Engagement	Leake, Finnie, and McLean	Abby Thomas	Richard Beaumont					Meeting arranged for 12 September
ICT Strategy	Angell, Heydon	Pat Keane (TBC)	Richard Beaumont					First meeting to be arranged
Plans for Sustaining Economic Prosperity	Virgo (Lead) Angell, Heydon	Victor Nicholls	Richard Beaumont	√	Completed	√ Views given at meeting on 16 June 2011	N/A	Completed

<b>Health Overview and Scrutiny Panel</b>								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Bracknell Health Space (Follow-up)	Virgo (lead) Mrs Angell, Baily, Leake	Glyn Jones/ Mary Purnell	Richard Beaumont	√	Completed	Report issued to Executive member and Primary Care Trust on 31.3.2011	Awaited	Report finalised. Response received from the PCT.
New Health and Well-being Strategy	Kensall, Finch, Virgo, Mrs Temperton, and Baily. Mr Pearce	Glyn Jones	Richard Beaumont					First meeting to be arranged
Implementation of the major NHS reforms	Virgo, Mrs Angell, Mrs Barnard, Kensall and Finch	Glyn Jones	Richard Beaumont					First meeting to be arranged

<b>Environment, Culture and Communities Overview and Scrutiny Panel</b>								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Review of Highway Maintenance	Mclean (Lead), Mrs Angell, Brossard, Leake and Parish & Town Councillors:	Steve Loudoun	Andrea Carr	√	Around 70% completed	Interim report issued	Awaited	Interim report issued on 27 July and Executive response awaited. The

	Kensall (Bracknell) Mrs Cupper (Sandhurst)							working group has resumed to complete the review.
Member Reference Group – Commercial Sponsorship	Finnie (Lead), Brossard, Dudley, Gbadebo and Ward	Vincent Paliczka	Andrea Carr	√	Around 50% completed			To provide views and advice to the Director of E,C&C on a prospective procurement of an agency service to attract commercial sponsorship income.
Site Allocations Development Plan Document (SADPD)	Finnie (Lead) Mrs Angell, Brossard, Finch and McLean	Bev Hindle / Max Baker	Andrea Carr	√	Around 30% completed			At its first meeting held on 4 August, the Working Group considered an initial briefing report in respect of the SADPD. Its second meeting in October will focus on reviewing the draft DPD and consultation arrangements.



**Children's Services and Learning Overview and Scrutiny Panel**

WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Common Assessment Framework	Mrs Birch, Mrs McCracken, Ms Hayes, and Mrs Temperton. Mrs Mitchell	TBC	Richard Beaumont					First meeting arranged for 2 September
School Meals (Procurement specification)	Mrs Birch	David Watkins	Andrea Carr					First meeting to be arranged

**Adult Social Care Overview and Scrutiny Panel**

WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Substance Misuse	TBC	TBC	Andrea Carr					First meeting to be arranged

## Completed Reviews

<b>Publication Date</b>	<b>Title</b>
December 2003	South Bracknell Schools Review
January 2004	Review of Adult Day Care Services in Bracknell Forest (Johnstone Court Day Centre & Downside Resource Centre)
May 2004	Review of Community & Voluntary Sector Grants
July 2004	Review of Community Transport Provision
April 2005	Review of Members' Information Needs
November 2005	The Management of Coronary Heart Disease
February 2006	Review of School Transfers and Performance
March 2006	Review of School Exclusions and Pupil Behaviour Policy
August 2006	Report of Tree Policy Review Group
November 2006	Anti-Social Behaviour (ASB) – Review of the ASB Strategy Implementation
January 2007	Review of Youth Provision
February 2007	Overview and Scrutiny Annual Report 2006
February 2007	Review of Library Provision
July 2007	Review of Healthcare Funding
November 2007	Review of the Council's Health and Wellbeing Strategy
December 2007	Review of the Council's Medium Term Objectives
March 2008	2007 Annual Health Check Response to the Healthcare Commission
April 2008	Overview and Scrutiny Annual Report 2007/08
May 2008	Road Traffic Casualties
August 2008	Caring for Carers
September 2008	Scrutiny of Local Area Agreement
October 2008	Street Cleaning
October 2008	English as an Additional Language in Bracknell Forest Schools
April 2009	Overview and Scrutiny Annual Report 2008/09

<b>Publication Date</b>	<b>Title</b>
April 2009	Healthcare Commission's Annual Health Check 2008/09 (letters submitted)
April 2009	Children's Centres and Extended Services in and Around Schools in Bracknell Forest
April 2009	Older People's Strategy
April 2009	Services for People with Learning Disabilities
May 2009	Housing Strategy
July 2009	Review of Waste and Recycling
July 2009	Review of Housing and Council Tax Benefits Improvement Plan
December 2009	NHS Core Standards
January 2010	Medium Term Objectives 2010/11
January 2010	Review of the Bracknell Healthspace (publication withheld to 2011)
January 2010	14-19 Years Education Provision
April 2010	Overview and Scrutiny Annual Report 2009/10
July 2010	Review of Housing and Council Tax Benefits Improvement Plan (Update)
July 2010	The Council's Response to the Severe Winter Weather
July 2010	Preparedness for Public Health Emergencies
October 2010	Safeguarding Adults in the context of Personalisation
October 2010	Review of Partnership Scrutiny
December 2010	Hospital Car Parking Charges
January 2011	Safeguarding Children and Young People
March 2011	Review of the Bracknell Healthspace (Addendum)
April 2011	Overview and Scrutiny Annual Report 2010/11
July 2011	Review of Highway Maintenance (Interim report)

## **Results of Feedback Questionnaires on Overview and Scrutiny Reports**

Note – Departmental Link officers on each major Overview and Scrutiny review were asked to score the key aspects of each review on a scale of 0 (Unsatisfactory) to 3 (Excellent)

	Average score for previous 13 Reviews <sup>1</sup>
<b>PLANNING</b>	<b>2.8</b>
Were you given sufficient notice of the review?	
Were your comments invited on the scope of the review, and was the purpose of the review explained to you?	<b>2.8</b>
<b>CONDUCT OF REVIEW</b>	<b>2.8</b>
Was the review carried out in a professional and objective manner with minimum disruption?	
Was there adequate communication between O&S and the department throughout?	<b>2.7</b>
Did the review get to the heart of the issue?	<b>2.6</b>
<b>REPORTING</b>	<b>2.9</b>
Did you have an opportunity to comment on the draft report?	
Did the report give a clear and fair presentation of the facts?	<b>2.5</b>
Were the recommendations relevant and practical?	<b>2.5</b>
How useful was this review in terms of improving the Council's performance?	<b>2.6</b>

### Background Papers

Local Government Act 2000

### Contact for further information

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<sup>1</sup> Road Traffic Casualties, Review of the Local Area Agreement, Support for Carers, Street Cleaning, Services for Adults with Learning Disabilities, English as an Additional Language in Schools, Children's Centres and Extended Services, Waste and Recycling, Older People's Strategy, Review of Housing and Council Tax Benefits Improvement Plan, 14-19 Education, Preparedness for Public Health Emergencies, and Safeguarding Children.